

A quick reference guide for Boards of Governors on Leadership Pay for school Principals/Vice Principals.

School Salary Policy

The Board of Governors is committed to determining in a fair and equitable manner the salary placements of all teachers including the Principal and Vice Principal(s). In exercising its responsibilities with regard to the salary policy, the governors should take account of:

- Existing Employment Legislation
- DENI Circular 2006/17
- Advice and guidance offered by the employing authority
- The school's present and anticipated financial circumstances

Implementation Arrangements for School Salary Policy

Boards of Governors must have a clear salary policy, which should be kept up to date. It is recommended that Boards of Governors adopt one or other of the following options to implement the administration of the school salary policy.

Option 1

The Board of Governors establish two sub committees ie a Salary Committee and an Appeals Committee. Each committee should consist of not less than **3 voting members**, excluding the teacher governor(s). The Board of Governors will delegate to the Salary Committee responsibility for recommending the salary placement of a teacher, Principal, and Vice Principal.

The recommendations of the Salary Committee will be considered by its members and the remaining Governors, excluding members of the Appeals Committee and the teacher governor(s).

Appeals will be heard by the Appeals Committee established by the Board of Governors. Such Governors will not have participated in the implementation of the Salary Policy.

Option 2

The Board of Governors will delegate to the Finance committee, consisting of not less than **three voting members** of the Board of Governors and excluding teacher governor(s), responsibility for the salary placement of a teacher, Principal and Vice Principal.

Appeals will be heard by not less than 3 members of the Board of Governors, excluding the teacher governor(s) who are not members of the Finance Committee and the decisions of the Finance Committee will be reported to the full Board of Governors

Guidance on Leadership Group Pay Arrangements

Department of Education Circular 2006/17 sets out the revised arrangements for Principal's and Vice Principal's pay. This Circular should be read in conjunction with "Guidance to Boards of Governors on Leadership Group Pay Arrangements" June 2006 which provides updated advice and guidance on all aspects of Leadership pay. The guidance replaces section 3 of the 2000 "Guidance to Boards of Governors on the Formulation and Implementation of Salary Policy".

Basic Structure of Leadership Pay Spine

Department Circular 2006/17 requires relevant bodies to pay principals and vice principals a salary on a 43 point Leadership Group spine. The Leadership Group pay spine is banded into eight school Principal Groups. The school Principal Group is determined using a specified formula which relates to the size of the school. Each school is assigned to a Principal Group based upon a unit total score which is calculated by reference to the number of pupils at each Key Stage on the school register. There are slightly different arrangements for special schools.

(a) Principal Individual School Ranges

Board of Governors are required to set a seven point Individual School Range (ISR) within the ranges of points available within the appropriate school Principal Group. The Principal's salary must be within this seven point ISR.

(b) Vice Principal Pay Ranges

Board of Governors are required to set a five point pay range for each Vice Principal. The Vice Principal's salary must be within this five point range.

Setting a school's Individual School Range and Vice Principal Range

Department Circular 2006/17 indicates that under the revised Leadership Group pay arrangements Boards of Governors are now responsible for setting the Principal Group and determining the Individual School Range (ISR) and Vice Principal Ranges on certain occasions. However, in order to assist schools Employing Authorities will continue to calculate the school Principal Group and also provide recommended Individual School Ranges and Vice Principal Ranges every three years. An example of information regarding the recommended ISR and Vice Principal Range for a Group 1 school is provided below:

Example

Principal Group and Point Range	Total Principal Group Range	Unit Total Ranges	School Unit Total	Recommended 7 point Individual School Range for Principal	Recommended 5 point Vice Principal Range
Group1 1 - 1000	L6 – L18	1 – 500 501 - 1000	440	L9 – L15	L3 – L7

Re-setting an existing Principal Individual School Range and Vice Principal Ranges

The revised arrangements of Department Circular 2006/17 indicate that a Board of Governors may reset a Principal's Individual School Range and Vice Principal Ranges in the following circumstances:

- When it is proposed to appoint a new principal/vice-principal
- Each time the school moves into a new Principal Group
- If the vice-principal's pay range overlaps with the Individual School Range
- In order to retain the existing principal or vice-principal

Normally the existing Principal's Individual School Range and Vice-Principal Ranges for a school are appropriate and will not be changed except in the above circumstances. If any Board of Governors is proposing to reset the Individual School Range and Vice Principal Range within the school group range they must record the reason for the decision in the minutes of the Board of Governors meetings. The Board of Governors must also address the affordability issue.

The case in which pupil enrolment declines at a school and the school moves into a lower Principal Group, the school may re-set the Individual School Range and Vice-Principal Range to a lower level. The salary of the serving Principal/Vice Principal in this case is protected until such time as the Individual School Range and Vice-Principal Range is increased to allow for further progression.

Salary Progression: Annual Review of Principals' and Vice Principals' Salaries

The Boards of Governors and school principal/vice principal(s) are required to agree performance objectives relating to school leadership and management and pupil development. The criteria for reviewing the salaries of principals and vice-principals will therefore reflect the leadership and management objectives arising from the appropriate areas of the School Development Plan. Boards of Governors must then review performance taking into account relevant evidence which must **include** the agreed annual Performance Review and Staff Development (PRSD) review statements.

The review cycle is an annual event, with criteria set at the beginning of the school year, reviewed at the end of the year with any award being made from the start of the next school year ie First of September

There is no automatic pay progression. Any movement through the principal and vice principal leadership pay spine can only take place after the principal's and vice principal's performance have been reviewed and found to have been of a sustained high quality. Normally Boards of Governors may award one point but in cases where there has been very high quality of performance, one additional point may be awarded. No more than two points can be awarded in the course of a single annual review.

The award of any additional salary points for a Principal/Vice Principal(s) **must** be **within** the limits of the school's Individual School Range and Vice Principal Range which are determined by the Board of Governors in consultation with the employing authority.

Affordability

Board of Governors must plan for the financial consequences of pay progression, and must be able to demonstrate that any proposed increases are affordable and compatible with the school's projected funding in the long-term. Any decision to award performance points in circumstances where the school is in a position of significant overspend may be challenged by the Employing Authority. Performance pay awards for all teachers are **discretionary** on the basis of performance and this is the first consideration in any award. Board of Governors should agree their budgets to ensure that appropriate funding is available for performance pay progression at all levels. The Employing Authority may in certain circumstances write to the Chairperson of the Board of Governors requesting further information in support of a proposed pay progression.

Appeals

Any appeal of salary placement must be in writing to the Chairperson of the Board of Governors setting out the grounds for the appeal. Appeals Committee must meet within 10 working days of receipt of the appeal. The Appellant has the right to be accompanied by a teaching colleague or a Trade Union representative. A Board Officer may attend the appeal hearing in an advisory capacity. The decision of the Appeals Committee will be final.

Administration

Objective agreement/setting and decisions on pay progression must be recorded in the minutes of the Board of Governors meetings. The dates of the Board of Governor meetings at which the performance criteria were **agreed** and subsequently **reviewed** must be recorded in the minutes

Form TR268/P must be completed and have copies of the relevant Board of Governor minutes attached before being forwarded to EA Southern Region Headquarters for counter signing by Cushla McAtarsney (Human Resources) to ensure payment by the Department of Education.

Guidance and Support

Board of Governors must adhere to the Employing Authority "**Guidance to Boards of Governors on Leadership Pay**" June 2006 and Department of Education Circular 2006/17 and should refer to these when making pay decisions. Further advice and guidance on all aspects of Leadership pay is available from the Human Resources Branch of the SELB. Please do not hesitate to contact: the following staff:

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or

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Signed: _____ Date: _____